



## WHISTLEBLOWING

		Date first implemented	12/05/15
Date ratified	12/12/2016	Ratified by	MC/DH/JI
Date reviewed	Refer to policy contents page	Reviewed by	KJ/SL/JI

**Aim:** *to ensure that at The Fed there is a free and open culture in dealings between its employees and all people with whom it engages. In particular The Fed recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the success of The Fed assured.*

*This policy is designed to provide guidance to all those who work with or within The Fed and who may from time to time feel that they need to raise certain issues relating to the organisation with some confidence.*

*Employees who in the public interest raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns.*

What concerns can be raised;

- Risk, wrongdoing and bad practice which you believe is harming the service we deliver.

Employees should refer to the procedure set out in the Employment Handbook if they have reasonable belief that the information disclosed and any allegation contained in it is substantially true.



If any disclosure is made in bad faith (for instance in order to cause disruption within The Fed) or concerns information which employees do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence and disciplinary procedure will be implemented. This may constitute gross misconduct for which summary dismissal is the sanction.

### **Confidentiality**

We want you to feel comfortable raising your concerns openly but we also appreciate that you may want to raise it confidentially. This means that while you are willing for your identity to be known to the person you report your concern to, you do not want anyone else to know your identity, therefore we will keep your identity confidential unless required to disclose it by law. You can choose to raise your concern anonymously without giving anyone your name but that may make it more difficult to investigate thoroughly and give you feedback on the outcome.

### **Related Policies**

Adult Safeguarding

Duty of Candour

Recruitment and Selection

### **Related Guidance**

- [Speak Up www.wbhelpline.org.uk](http://www.wbhelpline.org.uk)
- Quick guide to raising a concern with CQC <https://www.cqc.org.uk/file/5073>
- Whistleblowing “Guidance for providers who are registered with CQC (issued November 2013) [www.cqc.org.uk/whistleblowing](http://www.cqc.org.uk/whistleblowing)



### **Training Statement**

All new staff receive training in this policy on whistle blowing as part of the induction training. Staff receive updated training as needed due to policy changes.

All staff, during induction are made aware of the organisation's policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used including one to one, on-line, workbook, group meetings, individual supervisions and external courses are sourced as required.